

Minutes of the Oglethorpe County Library
Board of Trustees Meeting
January 16, 2013

Present: Chairman Tom Gresham, ARLS Assistant Director for Regional Services Donna Brumby, Branch Manager Tiffany Speed, Gloria Gabriel, Judy Arnold, Howard Shapiro, Donna Boggs, Brenda Yeany, Katie Baldwin, Brenda Moody

Members Not Present: Jean Westmacott, Sam Nash

Call to Order: Tom Gresham

Approval of October 2012 Minutes: With one phrase change from Tom Gresham on Page 2 under "New Board Members" section minutes were approved. Motion by Gloria Gabriel 2nd Brenda Yeany

Public Input: none

Friends of the Library: Please refer to the third and fourth page of the Branch Manager's Report.

Branch Manager's Report: Please see attached Branch Manager Report.

Regional Reports: (Green Sheet) Donna reported that we are half way through the year and our revenues should be at 50%, but they are a little below due to the cities of Lexington and Maxeys generally waiting to send out checks after taxes are collected. They have received letters of request. Expenditures are a little below and the telephone will be offset by the rebate e-rate check. She did indicate that the equipment purchase is over due to the fact that the library must purchase equipment that has to be replaced. She encouraged Board Members to contact Mamie for an accurate breakdown of these equipment purchase charges if they had any questions or about any other expenditure on the report. She reported that on the back of the sheet was the gift account total which is the funds we spend to purchase materials to make up the difference of the state budget cuts. She noted that we did receive the check from the state for the HVAC unit through the MR&R Grant and it has been forwarded to the county.

Donna reported that the first ever Mobile Computer Training Lab session was held here in Oglethorpe yesterday and that the response and enthusiasm was well received. She does believe that the 2 participants were extremely satisfied and will help spread the word for future training sessions.

There is a possibility that the state will again offer the MR&R grant this year and Donna encouraged Board Members to assess if there are other repairs here at the library that they feel should be addressed by using this grant. These repairs should be forwarded to Mrs. Ames. Tom indicated that he had forwarded the suggestions of the Energy Audit to Commissioner Pittard and had not received a response.

Donna also reported that Phil will be returning to the Athens library full time on February 1, 2013. She did inform Members that this will be a loss of a 40 hour per week position at this location and due to current staffing restraints, current programming at the branch will most likely be affected as we will no longer have an individual to help run the circulation desk which frees up another employee to plan, promote, and present programs.

Energy Audit: Tom asked if all Board Members had received a copy of the energy audit that Tiffany had forwarded via email. All Board Members had reviewed the audit. Tom reported that Tiffany was currently

controlling the temperature on the thermostats and felt that the two major energy efficient savings would be tinting the windows and replacing the fluorescent light fixtures. Howard Shapiro did clarify that any of the measures would have to be approved by Commissioner Pittard's office. Members decided that Tom should follow up with Mr. Pittard to make sure whether the county wanted to take advantage of ~~this~~ ^{the MRR} grant offer for any of the energy savings suggestions from the audit report.

Library Electrical Use: Sam Nash provided Board Members with a chart of power cost analysis since the new HVAC system has been replaced. Tom noted that there has been a savings of almost \$900 in a single month. Members did agree that some discrepancies to the differences in cost analysis per month will be affected by the actual power company rate increases and the actual outdoor temperatures.

Board Member Vacancy: Charles Dyer's resignation has left one opening on the Board. Tiffany has sent out requests to all of her contacts and posted signs as well as sent an ad to the local newspaper. She reported that she had not received any responses. Tom requested that Tiffany scan and email each Board Member a copy of the application and have Board Members distribute applications to people they feel would serve as good Board Members. Tiffany also reported that Brenda Yeany's term will expire on April 30, 2013. Brenda did indicate that she will not be renewing her term for an additional five years and a replacement will need to be found to fill this vacancy also.

Election of Officers: A motion by Judy and 2nd by Gloria, the Members unanimously voted for Chairman to remain Tom Gresham, Vice Chair to remain Sam Nash, and Secretary to remain Branch Manager, Tiffany Speed. Howard Shapiro will replace Charles Dyer as Financial Officer. Howard Shapiro will also serve as a Regional Board Representative replacing Gloria Gabriel.

Next Meeting: Wednesday, April 17, 2013 at 4:00pm

Adjournment: Howard Shapiro made motion, 2nd by Gloria Gabriel and meeting was adjourned.

approved 7/17/13

**Minutes of the Oglethorpe County Library
Board of Trustees Meeting
April 17, 2013**

Present: Chairman Tom Gresham, Vice Chairman Sam Nash, ARLS Director Kathryn Ames, ARLS Assistant Director for Regional Services Donna Brumby, Branch Manager Tiffany Speed, Howard Shapiro, Brenda Moody, Jean Westmacott

Members Not Present: Katie Baldwin, Donna Boggs, Judy Arnold,

Call to Order: Not enough members present to form a quorum

Approval of January 2013 Minutes: Tom suggested that on the second page of the minutes in the last sentence of the first paragraph that the word "MR&R" be added to and "this" removed. Tiffany will make that change and minutes will be voted on at July 2013 meeting.

Public Input: none

Friends of the Library: Please refer to the third page of the Branch Manager's Report.

Branch Manager's Report: Please refer to Branch Manager's Report.

Regional Reports: (Green Sheet) Mrs. Ames reported that Tiffany was selected to attend the GPLS three day Technology Boot Camp in Helen, Georgia later this month. She stated that we are at 75% through the fiscal year and our income is slightly up and our expenses are slightly down. We are in good shape and have not had to borrow from the reserve account. Mrs. Ames did report that there are a couple of areas where we are close and reminded members that we do not receive the telephone e-Rate rebate until later in the year and that will help offset the telephone overage. The overage in supplies, she stated, was due to the fact that you have to order what you have to have to run the library and hope that things will balance out. She reported that we still have about \$600.00 left in the gift account, and we have received all the money for the HVAC system from the MR&R grant. She reminded Members that Mamie Simonds is always available to pull a detailed report for any questions they may have about expenditures. Members can simply give Mrs. Simonds a call or have Tiffany email her with questions. Howard inquired as to how we are able to keep the "Computer Software and Supplies" down to 12% to which Mrs. Ames explained that we try to keep that money just in case we have an accident and must replace one of the computers or any of the components of the computers or any peripheral devices. She did stress that the money would be spent before the fiscal year is over but we try to hold off until we know where we are on a technological stand point.

Legislatively, Mrs. Ames reported that the MR&R news was good since they did include two million dollars for building repairs which is a 50/50 matching fund. Oglethorpe County did request the replacement for the lighting system to be more energy efficient. She did indicate that all the paperwork is in and it has been approved and we will be able to start July 1, 2013 on that. On varsity hotdog day, Mrs. Ames reported that she used Oglethorpe County as an example to Cheryl Slater of if there was an opportunity to use MR&R funds to purchase new computers. Here in Oglethorpe, our computers will not support new Windows program upgrade. After she spoke with Chuck Williams and Earl Ehrhart and some investigating into the grant appropriations, \$2 million has been included for the purchase of new computers in FY13, but it has not yet been signed by the Governor. Mrs. Ames is not sure how the funds will be distributed throughout the state. She did report that there is no reduction in public libraries for this 2013 fiscal year which is the first time in four years; however HB490 did not pass so we will have to come up with \$1,200.00 more for health insurance for each full time employee. Oglethorpe only has one employee that qualifies for health insurance benefits.

Board Member Position Vacancy: Tom reported that currently there are three open positions. Tiffany did report that she received one Board Member Application. Tom Gresham is expecting another application from someone else. Tom also requested that the adjectives be removed from the advertisement to help encourage more people to join the Library Board and stated that all members should dedicate some time to try to get people to fill out the Board application. Since there were not enough members to vote, Tom requested that this item be moved to the agenda for July 2013.

MR&R Grant: Mrs. Ames reported that Commissioner Pittard signed that the county would provide matching funds for approximately a total of \$14,000 grant. She did indicate that we are just waiting for July 1, 2013 and the Governor's signature.

Sam presented a company's name and contact information that the Board could use to start the repair of the damage to the tile in the restrooms, suggesting that the Board use some of the Reserve fund to make the necessary repairs which is estimating to be around a couple hundred dollars. Donna suggested that Tiffany first try to ask the county to start a work order for the repair of the tile in the restrooms. Tiffany did indicate that she would speak with Bryon requesting that Board Members find the damage to the tile in the bathroom a potential safety hazard and would like to see if the county would begin a work order for the repair to prevent further damage.

Next Meeting: Wednesday, July 17, 2013 at 4:00pm

Adjournment: N/A.

approved 10/15/13

**Minutes of the Oglethorpe County Library
Board of Trustees
July 17, 2013**

Present: Chairman Tom Gresham, ARLS Director Kathryn Ames, ARLS Assistant Director for Regional Services Donna Brumby, Branch Manager Tiffany Speed, Sam Nash, Judy Arnold, Jean Westmacott, Brenda Moody, Howard Shapiro, Donna Boggs

Call to Order: Tom Gresham

Approval of April Minutes: Motion by Howard Shapiro, 2nd by Sam Nash

Approval of January Minutes: Motion by Howard Shapiro, 2nd by Donna Boggs

Public Input: none

Friends of the Library: Please refer to the third and fourth page of the Branch Manager's Report.

Branch Manager's Report: Please see attached. Howard Shapiro did thank Tiffany for such as extensive report.

Regional Reports: Mrs. Ames mentioned that Tiffany was one of three staff members from ARLS that was selected to attend the GPLS (Georgia Public Library Service) three day technology Boot Camp that was conducted in Helen, Georgia. Tiffany stated that the opportunity to attend the boot camp was amazing, emphasizing that she was able to learn vast amounts of technological advancement information in a short time period. She also commented that it was wonderful to be able to establish relationships with people that work in libraries all over the state.

Referring to the green sheet, Mrs. Ames stated that we were 100% through the library's fiscal year. The library actually had \$827.00 that was not spent from our budget. She stated that we received some additional funds that were not budgeted and we also had a couple of things that costs more than budgeted, such as travel. The library will receive an eRate check for the phone bill in October which will offset the cost of the phone expenditures. On that back side of the green sheet the amounts reflect the gift account balance which includes \$13,925.00 that was received from the MR&R grant for fixing the HVAC system. She also stated that we had a fund equity balance of \$18,000.00 which is really comfortable. She stated that overall everything looks good. Howard did inquire as to how the cost of garbage went down so much. Tiffany stated that the county took over responsibility of garbage and recycling pick-up at the beginning of FY13, allowing the library to cancel the contract with the local sanitation company eliminating the yearly charge for garbage and adding the addition of recycling pick up.

Mrs. Ames stated that it has been announced that public libraries will be the location for information on the new healthcare reform act. She did mention that we know that there will be some kind of training for this in August, but we have not gotten a lot of details about it yet. She stated that hearing the announcement on NPR was the first that was heard about it. She did indicate that she is very pleased that public libraries have been identified by the Obama Administration as a reliable place for information.

Mrs. Ames stated that with the quarterly October Board meeting that we need begin looking at a new five year strategic plan and this would coincide with the County's new comprehensive plan. She did indicate that it would probably take three meetings and that she and Donna would help run everyone through the process.

She reminded all Board members that legislature would not meet again until January, but that this is the perfect time to begin talking to senators about the lack of increase for book money and materials, no operating expense increase, nor any change in the budget at all and the need for such increases in the libraries. Tom inquired as to the amount of previous budget reductions of materials to which Mrs. Ames stated that we have went from a

high of .65 cents to a current low of .7 cents per capita. She did emphasize that representatives are interested in hearing from their constituents during budget meetings that are held during October and November, not from library employees who hold vested interests in library support increases. She did indicate that after looking over State revenue reports that there are some increases. However, after speaking to Jack Hill, he stated that he did not see any major increases in library funding until 2017, but we need to be talking to legislatures now. There is money through the MR&R grant that will purchase computers for libraries, but we are still not certain how the they will be distributed other than the first million is being distributed on a per county basis and the second million on a population basis.

The Center for Puppetry Arts did release information that libraries would be receiving a free family four pack pass to the center and Mrs. Ames is hoping to tie this into a back to school program with one lucky winner in each county.

Board Member Position Vacancies: Members of the nominating committee who consisted of Jean Westmacott, Sam Nash, Howard Shapiro, and Tom Gresham met at Sam Nash's house on July 8, 2013 to review four applications that were received for the three open vacancies. Jean reported that in addition to seeking individuals who have a strong interest and involvement with the library, that the committee was interested in selecting candidates who had the commitment and ability to attend Board meetings regularly and helpful skills and experience. Committee members felt that it was important to broaden the Library Board's representation among the following: more young people, individuals who have children in the public school system, diverse ethnic backgrounds, and geographical location. The committee members choose to recommend Miriam Shook, Alice Hughes, and Kate DeWolf. Jean indicated that the Board will hold the fourth application until the next available Board vacancy, but in the meantime she will write a letter to Elizabeth Tanner explaining the committee's decisions and asking for her help in Friends activities. After Tom opened the floor to discussion, the Board decided to approve the applicants that the committee recommended. Donna Boggs inquired as to when the next opening on the Board would occur which Tiffany replied that Brenda Moody's term will expire on December 31, 2013. However, Tiffany stated that Brenda is currently serving an unexpired term and will have the opportunity to serve an additional five year term if she so chooses. Brenda did indicate that she would be interested in serving an additional term. Tiffany stated that the next term will be Judy Arnold's term which will also expire on December 31, 2013. Judy indicated that she was currently serving her first term and would be interested in serving an additional term as well. After the expiration of those terms, Tiffany indicated that the next available term will be Katie Baldwin's term in 2014 who is also serving an unexpired term and will have the opportunity to serve an additional term if she so chooses. After that, Tiffany indicated the next term to expire will be in 2015. Jean did indicate that in the past year we did lose three Board Members unexpectedly, so you really never know when the next vacancy might occur. Brenda motioned to accept the committee's recommendations, 2nd by Donna Boggs. Tiffany did inquire as to how the Board wanted to proceed with the issue of the recommendation letters to the approving agencies since one position is being appointed by the BOE and the other two are appointed by the BOC. Jean indicated that Miriam Shook's application should be suggested to the BOE.

2014 Budget: Mrs. Ames stated that the two increases that we know that we will have to cover is the increase in the employer's share of Georgia Health Insurance and Teacher's Retirement for the one full time employee that the Oglethorpe Library currently employs. She stated that after looking at last year's budget, the difference of the contribution of Arnoldsville as well as collecting more fines and fees and fees for the use of the copy machine will offset the mandated increase, in addition to the need to increase the computer software and supply budget for the 2014. This budget will depend on the same amount of funding from the Board of Education, Board of Commissioners, and the individual cities. Mrs. Ames did mention that the library received no contribution from the city of Maxeys for last year. Tom did indicate that the city does have a new mayor and Mrs. Ames thought that this may be the reason as to why the contribution was not received although the thank you letter was sent as the city had requested in previous years. Jean suggested that a letter be sent to the new mayor introducing ourselves and establishing a foundation for receiving funding from Maxeys. Mrs. Ames

asked that the name of the Mayor be sent to her and a letter would be sent in regards to this matter. Mrs. Ames stated that due to the fact that we were able to come in under budget for 2013 that \$827.00 has been moved to the reserve account for next year. Mrs. Ames did call members' attention to the fact that library employees have not had any raises in years. Mrs. Ames did state that 3 of the counties within the region had given employees an increase. Tiffany stated that she has not received a raise since she was hired and that the part time employees have not received a raise in several years. She did bring it to the Board's attention that all county employees did receive a percentage raise based on how long they had been employed with the county. Donna Brumby stated that all of the new book purchases for Oglethorpe have been dependent upon the gift account which currently has a balance of \$225.00 with the new budget containing no funding to purchase new books. Tiffany did agree that the library has been unable to purchase any new books since at least December 2012. Mrs. Ames informed Board Members that we have went from a high of .65cents per capita to purchase materials down to a current low of .7 cents per capita which currently covers the cost for the filtering the internet, internet resources such as Galileo, and downloadable books. Brenda Moody volunteered to write a letter to the local newspaper, The Oglethorpe Echo, stating the current condition of the budget of the library to inform the community that the library has not been able to purchase new materials. She informed Tom that she would send it to him first so that he may look it over prior to submitting the letter to the paper. After much discussion with the ideas of how the library could increase revenues and two Board Members, Jean and Judy, stating that employees do need some sort of raise even if it is a small cost of living raise or at least enough to cover the employee's share of the increase in their portion of health insurance, the budget has temporarily been approved until the October Board Meeting where the members will revisit the suggestion of an increase in wages and benefits prior to 2014 budget approval. In the meantime, Tom stated he will touch base with Commissioner Pittard regarding Pittard's suggestion last year that all cities contribute to the library on a per capita basis. The tentative 2014 budget approval with the amendments being made in October were placed with a motion by Howard Shapiro, 2nd by Jean Westmacott and all members in favor.

Major Repair & Renovation Funds: Mrs. Ames stated that the library has been approved for the 2014 MR&R Grant to upgrade all of the light fixtures within the library to energy efficient fixtures. She said that we can now contact Mr. Pittard that the approval is in place and share the memorandum of understanding with him. Then when he is ready to undertake the grant the actual work process can begin. Mrs. Ames did state that there is some additional funding through this grant that is available if we apply for it, but we will not hear anything until after the first of the year. She did mention that they do put an emphasis on HVAC, roofing, and structural issues with this grant. Brenda will contact Tim Blackwell, a local business owner, about giving the library an estimate on installing solar panels.

Materials Budget: Tom indicated that most libraries rely heavily on their Friends group to purchase new materials and encouraged Board Members to provide ideas to the organization on additional ways to raise funding through book sales and other fundraisers. Donna Brumby did inform Board Members that the only reason the library was able to receive new children's books this past year is because Tiffany applied for and received a grant from The Libri Foundation. Tiffany did state that it was a \$600 matching grant and the Friends provided the matching funds, but she was only able to purchase children's materials. Mrs. Ames did mention that another avenue to look at would be the local option sales tax although there is not a lot of revenue generated through that tax collection. Tiffany did inquire as to whether libraries could use reserve funds to purchase new materials which Mrs. Ames replied that the Board could decide to allocate a certain amount to purchase books for the library, but indicated that you do not want the fund to get too low. Mrs. Ames informed Board Members that they could designate the \$827.00 that was left over from last year's budget to be used for the purchase of materials. Tom chose to appoint a committee to reevaluate the cost of the meeting room use fee and rental agreement for the library.

Next Meeting: Wednesday, October 16, 2013 at 4:00pm

Adjournment: Howard Shapiro made motion, 2nd by Donna Boggs and meeting was adjourned.

8/20/13

OGLETHORPE COUNTY LIBRARY BOARD
2013-2014

NAME ADDRESS PHONE	APPOINTED BY	TERM EXPIRES
Ms. Judy Arnold 3 N. Eades Rd. Carlton, GA 30627 (706)797-3779 jwestarnold@windstream.net	Co. Comm. in 12/2008	Dec. 31, 2013
Ms. Alice Hughes 1042 Parkview Rd. Winterville, GA 30683 706-742-7560 sevenosix@windstream.net	Co. Comm. in 10/2010	Dec. 31, 2015
Ms. Miram Shook 169 Bridges Drive Winterville, GA 30683 (706)410-4569 (706)743-8194 miriamshook@gmail.com	Bd. Ed. in 10/2010	Dec. 31, 2016
Mr. Tom Gresham (Chairman) 154 Timberland Trail Arnoldsville, GA 30619 (706)742-7195 (H) (706) 546-1850 (Work) gistom@windstream.net ARLS Board Representative	Co. Comm. in 05/01/2007	April 30, 2017
Mr. Howard Shapiro PO Box 418 Lexington, GA 30648 (706)338-7348 ivymaus@aol.com	Bd. Ed. in 7/2011	July 30, 2016
Mrs. Jean Westmacott 59 Oconee Forest Rd. Stephens, GA 30667 (706) 759-3798 (H) (706) 372-1334 jeanwestmac@gmail.com	Co. Comm. in 7/1/2011	July 30, 2016
Mr. Samuel Nash (Vice Chair) 135 E. Church St. Lexington, GA 30648 (706)338-7942 samnash1@hotmail.com	Co. Comm. in 3/2006	April 30, 2015

Ms. Kate DeWolf
205 Hardwood Rd.
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(706)743-7387
(706)201-3650
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Co. Comm.
in
8/2013

Dec. 31, 2018

Ms. Brenda Moody
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bmoodyl000@aol.com
bmoodv@athenstech.edu

Co. Comm.
in
12/2010

Dec. 31, 2013

Ms. Donna Boggs
214 East Church St.
Lexington, GA 30643
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706-583-5259(W)
706-338-0420
rboggs@windstream.net

Co. Comm.
in
6/2012

Dec. 31, 2015

Ms. Katie Baldwin
42 Arnoldsville Rd.
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706-340-6328
kbaldwin@oglethorpe.k12.ga.us

Bd. Ed.
In
6/2012

April 30, 2014

Ms. Kathryn Ames, Director
kames@athenslibrary.org
(706)613-3650

Ms. Donna Brumby, Extension Librarian
dbrumby@athenslibrary.org
(706)613-3650 x307

Ms. Tiffany Speed, Oglethorpe County Library Branch Manager
tspeed@athenslibrary.org
(706)743-8817

OGLETHORPE COUNTY LIBRARY BOARD

2013-2014

<u>NAME ADDRESS PHONE</u>	<u>APPOINTED BY</u>	<u>TERM EXPIRES</u>
Ms. Judy Arnold (retired) 3 N. Eades Rd. Carlton, GA 30627 (706)797-3779 jwestarnold@windstream.net ARLS Board Representative	Co. Comm. in 12/2008	Dec. 31, 2013
Ms. Alice Hughes (retired) 1042 Parkview Rd. Winterville, GA 30683 706-742-7560 sevenosix@windstream.net	Co. Comm. in 10/2010	Dec. 31, 2015
Ms. Miram Shook (media specialist OCPS) 169 Bridges Drive Winterville, GA 30683 (706)410-4569 (706)743-8194 miriamshook@gmail.com	Bd. Ed. in 10/2010	Dec. 31, 2016
Mr. Tom Gresham (Chairman) 154 Timberland Trail Arnoldsville, GA 30619 (706)742-7195 (H) (706) 546-1850 (Work) gistom@windstream.net ARLS Board Representative	Co. Comm. in 05/01/2007	April 30, 2017
Mr. Howard Shapiro (retired) PO Box 418 Lexington, GA 30648 (706)338-7348 ivymaus@aol.com ARLS Board Representative	Bd. Ed. in 7/2011	July 30, 2016
Mrs. Jean Westmacott (retired) 59 Oconee Forest Rd. Stephens, GA 30667 (706) 759-3798 (H) (706) 372-1334 jeanwestmac@gmail.com	Co. Comm. in 7/1/2011	July 30, 2016

OGLETHORPE COUNTY LIBRARY BOARD

2013-2014

NAME ADDRESS PHONE	APPOINTED BY	TERM EXPIRES
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Mr. Samuel Nash (Vice Chair) (airline pilot) 135 E. Church St. Lexington, GA 30648 (706)338-7942 samnash1@hotmail.com	Co. Comm. in 3/2006	April 30, 2015
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Ms. Kate DeWolf (at home parent) 205 Hardwood Rd. Lexington, GA 30648 (706)743-7387 (706)201-3650 katedewolf3@gmail.com	Co. Comm. in 8/2013	Dec. 31, 2018
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Ms. Brenda Moody (Customer Relations ATC) 1238 Union Point Rd. Stephens, GA 30667 706-207-9319 bmoody1000@aol.com bmoody@athenstech.edu	Co. Comm. in 12/2010	Dec. 31, 2013
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Ms. Donna Boggs (instructor at ATC) 214 East Church St. Lexington, GA 30643 706-743-5193(H) 706-583-5259(W) 706-338-0420 rboggs@windstream.net	Co. Comm. in 6/2012	Dec. 31, 2015
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Ms. Katie Baldwin (asst. principal OCPS) 342 Arnoldsville Rd. Arnoldsville, GA 30619 706-743-8194(W) 706-340-6328 kbaldwin@oglethorpe.k12.ga.us	Bd. Ed. In 6/2012	April 30, 2014
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Ms. Kathryn Ames, Director
kames@athenslibrary.org
 (706)613-3650

Ms. Donna Brumby, Extension Librarian
dbrumby@athenslibrary.org
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Ms. Tiffany Speed,
 Oglethorpe County Library Branch Manager
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 (706)743-8817

OGLETHORPE COUNTY LIBRARY BOARD

2013-2014

<u>NAME ADDRESS PHONE</u>	<u>APPOINTED BY</u>	<u>TERM EXPIRES</u>	<u>FULL TERM BEGAN</u>
VACANT	Co. Comm.	Dec. 31, 2013	
Ms. Alice Hughes (retired) 1042 Parkview Rd. Winterville, GA 30683 706-742-7560 sevenosix@windstream.net	Co. Comm. in 10/2010	Dec. 31, 2015	unexpired
Ms. Miriam Shook (media specialist OCPS) 169 Bridges Drive Winterville, GA 30683 (706)410-4569 (706)743-8194 miriamshook@gmail.com	Bd. Ed. in 10/2010	Dec. 31, 2016	unexpired
Mr. Tom Gresham (archeologist) 154 Timberland Trail Arnoldsville, GA 30619 (706)742-7195 (H) (706) 546-1850 (Work) gistom@windstream.net ARLS Board Representative	Co. Comm. in 10/2006	April 30, 2017	05/01/07
Mr. Howard Shapiro (retired) PO Box 418 Lexington, GA 30648 (706)338-7348 ivymaus3@gmail.com ARLS Board Representative	Bd. Ed. in 7/2011	July 30, 2016	07/01/11
Mrs. Jean Westmacott (Chair) (artist) 59 Oconee Forest Rd. Stephens, GA 30667 (706) 759-3798 (H) (706) 372-1334 jeanwestmac@gmail.com ARLS Board Representative	Co. Comm. in 7/1/2011	July 30, 2016	07/01/11

OGLETHORPE COUNTY LIBRARY BOARD 2013-2014

NAME	ADDRESS	PHONE	APPOINTED BY	TERM EXPIRES	FULL TERM BEGAN
Mr. Samuel Nash (Vice Chair) (airline pilot) 135 E. Church St. Lexington, GA 30648 (706)338-7942 sammash1@hotmail.com	Co. Comm. in 3/2006		April 30, 2015	03/01/06	
Ms. Kate DeWolf (at home parent) 205 Hardwood Rd. Lexington, GA 30648 (706)743-7387 (706)201-3650 katelcswolf@gmail.com	Co. Comm. in 8/2013		Dec. 31, 2018	08/01/13	
Ms. Brenda Moody (Financial Officer) (Customer Relations ATC) 1238 Union Point Rd. Stephens, GA 30667 86-207-9319 bmoody1000@aol.com bmoody@athenstech.edu	Co. Comm. in 12/2010		Dec. 31, 2013	unexpired	
Ms. Donna Boggs (instructor at UNG) 214 East Church St. Lexington, GA 30643 706-743-5193(H) 706-583-5259(W) 706-338-0420 rboggs@windstream.net	Co. Comm. in 6/2012		Dec. 31, 2015	unexpired	
Ms. Katie Baldwin (asst. principal OCPS) 342 Arnoldsville Rd. Arnoldsville, GA 30619 706-743-8194(W) 706-340-6328 kbaldwin@oglethorpe.k12.ga.us	Bd. Ed. In 6/2012		April 30, 2014	unexpired	
Ms. Kathryn Ames , Director kames@athenslibrary.org 706/613-3650					
Ms. Donna Brumby , Extension Librarian dbrumby@athenslibrary.org (706)613-3650 x307					
Ms. Tiffany Speed (serves as Secretary of Board) Oglethorpe County Library Branch Manager tspeed@athenslibrary.org (706)743-6817					

as of 11-19-13

OGLETHORPE COUNTY LIBRARY BOARD 2013-2014

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Ms. Judy Arnold (retired) 3 N. Eades Rd. Carlton, GA 30627 (706)797-3779 jwestarnold@windstream.net ARLS Board Representative	Co. Comm. in 12/2008	Dec. 31, 2013
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Mr. Howard Shapiro (retired) PO Box 418 Lexington, GA 30648 (706)338-7348 ivymaus3@gmail.com ARLS Board Representative	Bd. Ed. in 7/2011	July 30, 2016
Mrs. Jean Westmacott (artist) 59 Oconee Forest Rd. Stephens, GA 30667 (706) 759-3798 (H) (706) 372-1334 jeanwestmac@gmail.com	Co. Comm. in 7/1/2011	July 30, 2016

OGLETHORPE COUNTY LIBRARY BOARD

2013-2014

NAME ADDRESS PHONE	APPOINTED BY	TERM EXPIRES
Mr. Samuel Nash (Vice Chair) (airline pilot) 135 E. Church St. Lexington, GA 30648 (706)338-7942 samnash1@hotmail.com	Co. Comm. in 3/2006	April 30, 2015
Ms. Kate DeWolf (at home parent) 205 Hardwood Rd. Lexington, GA 30648 (706)743-7387 (706)201-3650 katedewolf3@gmail.com	Co. Comm. in 8/2013	Dec. 31, 2018
Ms. Brenda Moody (Customer Relations ATC) 1238 Union Point Rd. Stephens, GA 30667 706-207-9319 bmoody1000@aol.com moody@athenstech.edu	Co. Comm. in 12/2010	Dec. 31, 2013
Ms. Donna Boggs (instructor at UNG) 214 East Church St. Lexington, GA 30643 706-743-5193(H) 706-583-5259(W) 706-338-0420 rboggs@windstream.net	Co. Comm. in 6/2012	Dec. 31, 2015
Ms. Katie Baldwin (asst. principal OCPS) 342 Arnoldsville Rd. Arnoldsville, GA 30619 706-743-8194(W) 706-340-6328 kbaldwin@oglethorpe.k12.ga.us	Bd. Ed. In 6/2012	April 30, 2014
Ms. Kathryn Ames , Director kames@athenslibrary.org (706)613-3650		
Ms. Donna Brumby , Extension Librarian dbrumby@athenslibrary.org (706)613-3650 x307		
	Ms. Tiffany Speed , Oglethorpe County Library Branch Manager tspeed@athenslibrary.org (706)743-8817	

Oglethorpe County Library

P.O. Box 100, Lexington, Georgia 30648
706-743-8817

Application for appointment to Oglethorpe County Library Board of Trustees

NAME _____ DATE _____
ADDRESS _____ PHONE _____ (H)

e-mail _____ (W)

(cell)

The Board looks for candidates who want to be enthusiastic representatives of the library for many reasons. Please take a few moments to contemplate the following questions:

1. Why do you want to be a Trustee?

2. What specific qualities or experiences make you especially suited for this position?

3. What groups of organizations are you associated with, either as a current or past member?

4. What is your occupation? _____

5. How long have you been a resident of Oglethorpe County? _____

6. Please indicate areas of interest serving the library as a Trustee:

Fundraising _____ Long Range Planning _____

Gov't Relations _____ Finance/Budgeting _____

Executive Board _____ Public Relations _____

Building / Grounds _____ Program Development (Special Events) _____

7. Other areas in which you would be interested in serving? _____

8. Please offer any additional information you think would be appropriate for our consideration:

Please Return this application with your resume to:

Oglethorpe County Library

Attn: Tiffany Speed, Branch Manager

P.O. Box 100

Lexington, Georgia 30648

Thank you for your interest in the Oglethorpe County Library. If you have any questions about the library, please call us at 706-743-8817.

OGLETHORPE COUNTY LIBRARY BOARD

Constitution and Bylaws

Adopted November 18, 1986

Amended July, 1989; October 3, 1989; February, 2001; July 19, 2001; April 17 2002; October 21, 2008; October 20, 2010; January 18, 2012

CONSTITUTION

ARTICLE I

This organization shall be known as the Oglethorpe County Library Board.

ARTICLE II

The object of this organization shall be to furnish a complete library service to the people of Oglethorpe County, both adult and juvenile, under the terms and regulations set forth by the Constitution and Bylaws of the Athens Regional Library System and the laws of the State of Georgia governing public libraries. (Title 20, Chapter 5, Article 2 of the Office Code of Georgia Annotated, amended March 26, 1984.)

These Constitution and Bylaws are companion documents to the Constitution and Bylaws of the Athens Regional Library System and are intended to clarify local practices and the relationship of the local library to the regional system. There is to be no conflict between provisions of these Constitution and Bylaws and those of the Athens Regional Library System. If inadvertent conflict occurs, the Regional Constitution and Bylaws shall govern.

The Oglethorpe County Library shall offer a full program of library service to all citizens of the county to meet their informational, educational and recreational needs.

ARTICLE III

The Oglethorpe County Library is a member of the Athens Regional Library System under the terms of the participating agreement.

ARTICLE IV

Section 1. The governing body shall be a Board of Trustees composed of eleven (11) members appointed by the governmental agencies providing significant financial support to the library. Any municipality or agency in Oglethorpe County contributing an ongoing amount equal to at least two percent of the library's annual operating budget is entitled to designate one representative to the Oglethorpe County Board of Trustees, with the County Board of Commissioners filling remaining slots on the Library Board. If the Board of Education meets the contribution requirement, it shall be entitled to name two representatives to the Board out of the total eleven. All appointments shall be for a five (5) year term, unless the appointment fulfills an unexpired term. Board members may serve for a total of two (2) full terms. This is in addition to any time that they may have served fulfilling the unexpired term of a former member.

The Library Board may make recommendations to the above authorities for filling of all vacancies, but the recommendations shall not be binding on the respective authorities. The

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term of any member of the Board of Trustees who fails to attend three (3) consecutive regular quarterly meetings shall terminate upon the third failure and a vacancy shall exist. A letter reporting the removal and specifying the cause shall be sent to the affected Board member and to the appointing authority. This vacancy shall be filled in accordance with the above policy.

Section 2. The Board may appoint as advisors to the Board former members who are no longer able to be active and certain citizens displaying an interest and love of the Oglethorpe County Library. These advisors may attend any local meeting without vote.

Section 3. Any person appointed to the Oglethorpe County Library Board must be a resident of Oglethorpe County. If he or she moves legal residence outside the county, he or she shall be replaced on the board.

Section 4. Board members shall receive no compensation but may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business, or if stipulated in the terms of any bequest or gift. Membership dues or fees for individual membership of board members in state, regional, and national library associations may be paid from operating funds.

ARTICLE V

Section 1. The officers of the Board may be composed in one of two ways. The Board is left to select which offices it elects. 1) The officers of the Board shall be comprised of a Chairman, Vice-chairman, and Financial Officer, who shall be elected biennially from the members of the Board, and will serve as the Executive Committee. The Branch Manager shall serve as Recording Secretary in a non-voting capacity. 2) As an alternative, the Board may choose to elect a Chairman, Vice-chairman, and Secretary. In this case the Branch Manager will not serve as Recording Secretary, while the Vice-chairman will assume the duties of the Financial Officer. All officers may be reelected at the will of the Board of Trustees. The duties of the various officers shall be those set forth in Roberts Rules of Order, which shall be the parliamentary authority of the Board of Trustees.

Section 2. The Executive Committee, composed of the officers of the Board, shall be entrusted to govern in the name of the board of Trustees between meetings of the Board.

ARTICLE VI

This Constitution may be amended or rescinded at any regular quarterly meeting of the Board of Trustees, with a quorum present, by a two-thirds vote of the members present, provided a 20 day notice of the proposed action has been submitted in writing to each Board member. All amendments to the Constitution will be filed with Director of the Athens Regional Library System and the Office of Public Library Services, Board of Regents, University System of Georgia.

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BYLAWS

ARTICLE I. Duties and Responsibilities of Board Members:

Section 1. Members will begin terms on January 1, with terms expiring on December 31.

Section 2. The primary obligation of all members is to attend all meetings, providing thoughtful input as needed to address issues facing the board.

Section 3. A quorum of the Board for the transaction of business shall be six members.

Section 4. Three members of the Athens Regional Library Board are drawn from the Oglethorpe County Library Board of Trustees. They shall be entrusted with representing and interpreting the interests of the Oglethorpe County Library to the Regional Board.

Section 5. The Oglethorpe County Library Board of Trustees shall set local policies and practices when there is no Regional Library System policy governing that area of service.

Section 6. The Oglethorpe County Library Board of Trustees shall discharge those duties delegated to it by the Athens Regional Library Board of Trustees. All formal actions of the Oglethorpe County Library Board taken in discharging those duties shall be reported to the Regional Board of Trustees for approval and recording at their next meeting.

Section 7. The Oglethorpe County Library Board of Trustees shall review, make recommendations and subsequently approve County Library Budgets prepared by the Regional Library System Director, and shall present the library's fiscal needs to its supporting agencies.

Section 8. The Regional Library System Director shall be notified in advance of all meetings of the Board or of its committees.

ARTICLE II. Officers

Section 1. Nominations for officers shall be made by a committee of Board members appointed by the Chairman at July Board meetings as needed. The Chairman may serve as one of the members of the nominating committee. New officers shall be elected at October Board meetings to serve two year terms. Terms of office shall begin on January 1.

Section 2. The Chairman shall preside at all regular or called board meetings. He or she shall appoint all committees and shall be an ex officio member of all committees. As an ex officio member, he or she has all the rights and privileges of a regular member, including the right to vote. The chairman will also appoint three members to the Athens Regional Library Board. He or she shall also notify the proper appointing authorities of vacancies which may occur on the County Library Board.

Section 3. The Vice-Chairman shall preside in the absence of the Chairman. All other duties of the Vice-Chairman shall be assigned by the Chairman.

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Section 4. The Recording Secretary shall be the branch manager who will record the official actions of the board, keep a record of attendance at Board meetings, and have the custody of the official books, which shall be housed in the County Library. The Recording Secretary shall send copies of the minutes of all meetings to the Director of the Athens Regional Library System. He or she shall report changes of membership to the Director.

Section 5. The Financial Officer shall head a financial committee to review expenditures, budgetary needs, and overall fiscal soundness. This committee shall plan for both short-term and long-term financial needs as developed according to planned growth for the library program. Together with the Chairman, he or she and other Finance Committee members shall present financial needs for planned growth to the local funding agencies.

ARTICLE III. Meetings

Section 1. The Board shall hold quarterly meetings on the third Wednesday of the months of January, April, July and October in the Oglethorpe County Library or at date, time and place designated by the Board Chairman. The Chairman or the majority of the trustees are empowered to call such special meetings as they deem necessary upon the notification of the members, the Library System Director and the county's legal organ at least twenty-four (24) hours in advance. A sign must also be posted at the library at least twenty-four (24) hours in advance of any called meetings.

Section 2. Meetings will be held in accordance with the Georgia Open Meetings law, Georgia Code Annotated, 50-14-et.seq.

ARTICLE IV. Reports

The Oglethorpe County Library Board shall submit all reports requested by the Athens Regional Library System to provide the information necessary to complete reports required by state, federal, or local laws or regulations, or to manage the Regional Library System in an organized, efficient manner.

ARTICLE V. Staff

Staff members shall include librarians, branch managers, and assistants as needed to provide an effective program of library service. All employees are covered by the Athens Regional Library System personnel policy. The Regional Library Board delegates the authority for all employment actions to the Athens Regional Library System Director, who will make recommendations for employment in consultation with the local board.

ARTICLE VI. Amendments

The Bylaws may be amended at any regular quarterly meeting of the Board, with a quorum present, by a two-thirds vote of the members present, provided a twenty day notice in writing has been submitted or mailed to each member of the Board of Trustees. Such notice must include the exact proposed change or changes. All amendments to the Bylaws will be filed with the Director of the Athens Regional Library and the Office of Public Library Services, Board of Regents, University System of Georgia.

approved 1/15/14

**Minutes of the Oglethorpe County Library
Board of Trustees
October 16, 2013**

Present: Chairman Tom Gresham, ARLS Director Kathryn Ames, ARLS Assistant Director for Regional Services Donna Brumby, Branch Manager Tiffany Speed, Howard Shapiro, Jean Westmacott, Sam Nash, Alice Hughes, Katie Baldwin, Miriam Shook, Judy Arnold, Kate DeWolf, Brenda Moody

Call to Order: Tom Gresham

Introduction of Board Members: All present members introduced themselves and the length of their service on the Library Board. Tom briefly discussed the responsibilities of Board Members for all new members emphasizing the most significant as the attendance to meetings as well as participating in those meetings.

Approval of July Minutes: Motion by Howard Shapiro, 2nd by Judy Arnold

Public Input: none

Friends of the Library: Please refer to the third page of the Branch Manager's Report. Kate commented on enjoying the library's new Facebook posts and suggested that Board Members like the page and share these posts to help with the promotion of the library's programming.

Branch Manager's Report: Please see attached.

Regional Reports: Referring to the green sheet, Mrs. Ames explained that we were currently at 25% of our fiscal year. She did bring the fact to the members' attention that the city of Moxley did not contribute towards the library's budget for FY2013. She stated that the library would go ahead and send a thank you for the contribution for FY14 in advance as we always have done in previous years, but encouraged Board Members to explore other options for the encouragement of the city's contribution to the library's budget.

Mrs. Ames also mentioned that an important role of Board Members that Tom did not mention earlier was fundraising and advocacy because next year, FY15, the Georgia Public Library Service (GPLS) has determined that the materials funds which is currently at 7 cents per capita will go to \$0.00 which will result in the inability to purchase any new materials for the public libraries. She encouraged members to advocate with any legislative figure that they may see to talk to them about the need for funds to purchase new books.

Mrs. Ames informed Board Members that Staff Development Day will be held on November 11 at the Athens Clarke County branch. She stated that all the Friends of the Library organizations across the region were asked to contribute \$25.00 to offset the cost of the training day.

Donna discussed that during the training day all staff will attend book discussion groups to help bring attention to the importance of books in libraries. She brought members' attention to the bright green flyer that they can use in the advocacy efforts for the libraries. The flyer contains statistical information of the use of different library facilities and some really amazing quotes of what current library users have to say about The Oglethorpe County Library. She let Board Members know that they can receive more copies of this useful flyer by emailing her or Tiffany.

Mrs. Ames mentioned that we did receive the MR&R (Major Repairs and Renovations) grant for updating the lighting and stated that she had sent the approval on to Commissioner Pittard if he did indeed want to move forward with it, as 50% of the funding must come from the county. She gave many thanks to the Board Members who did contact Legislatures in regards to using FY14 MR&R funding for the purchase of new computers as it has been approved. She indicated that we have received those computers and they are currently in Athens being setup and will be installed at the branch very soon.

Reviewing and Approving Budget for FY14: Board Members did not find any solutions to increasing the library's funding, either by asking for increased individual city contributions or by seeking increased county contributions although the employer's and employee's share of insurance cost will once again increase and there is only enough money in the materials budget this year to cover the cost of online resources, Galileo, and internet filtering leaving no funds for new books other than the gift account to purchase new book materials. Tom requested the budget be voted on as it stands without any funding for new material purchases or an increase in any employee wages again this year. Motion to approve FY14 budget by Howard Shapiro and 2nd by Jean Westmacott.

A committee was formed to review the meeting room policy consisting of Jean Westmacott, Tom Gresham, and Brenda Moody.

New Board Officers: Tom indicated that according to the Bylaws that every two years, the Board must elect new officers. He indicated that a nominating committee was formed with the Howard Shapiro serving as Chair. Howard stated that the committee is recommending Chair as Jean Westmacott, Vice Chair as Sam Nash, and Brenda Moody as Financial Officer, which will leave the Branch Manager, Tiffany Speed, serving as Secretary on the Board. Tom requested a vote which was approved unanimously to approve the nominating committee's recommendations.

2014-2018 Strategic Plan: Tom requested that a committee for the planning be established that contained other members of the community that were not Board Members. Mrs. Ames handed out several colored sheets explaining that she would propose reviewing them in three committee meetings (purple sheet) with committee members consisting of a couple of Board members, two library users, and a member of the Friends group working with us to really start to think what the library should look like and what services we should continue to offer during the next 5 years. She emphasized that we are starting with a huge handicap because we already know that we do not have enough money to do what we need to do with the first step of session one part of the planning process figuring out how we can generate some additional funding. She indicated that each session would take about an hour and a half to fully go through and prioritize what we want to do (pink sheet) with the new strategic plan.

A strategic planning committee was formed consisting of Board Members, Jean Westmacott, Katie Baldwin, Miriam Shook, and Kate DeWolf. Jean will speak with and invite library patron and an interested Board Member candidate Elizabeth Tanner, county planning coordinator, Josh Hawkins, Judge Beverly Nation, and Crawford city council member, Sharon Sheridan.

2014 Board Meeting Schedule: January 15, April 16, July 16, and October 15, 2014.

Leave of Absence for Branch Manager: Branch Manager, Tiffany Speed reported that she would be taking a leave of absence from the library for maternity leave with her due date being on February 10, 2014. She indicated that she would be taking the required six weeks leave of absence for maternity leave and any further leave will depend upon her accrued sick leave that she will take during this time as she will not receive any pay unless she uses her available sick leave. She did indicate that her first day of leave will be reflective of her actual date of delivery. She did report that due to the fact that the library does not currently employ enough staff to cover the actual available open hours with her absence, that the Oglethorpe Library will rely on borrowing staff from the Athens-Clarke County branch in order for the library to continue to operate at the current level during her absence with the absence of all programming other than storytime.

Next Meeting: Wednesday, January 15, 2014 at 4:00pm

Adjournment: Howard Shapiro made motion, 2nd by Judy Arnold and meeting was adjourned.